

11 FEB 1969

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C-O-N-F-I-D-E-N-T-I-A-L

SSR: T&H Item #2  
Speaker Guidance  
2 pages plus map

*Surprise for 24 Feb 3 March*

11 February 1969

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This is to confirm arrangements made by telephone on Monday,  
3 February 1969.

You are invited to present the subject "Agency Records  
Management" on Wednesday, 5 March 1969  
at 3:00 to 4:00 pm 1500 - 1600 to be given at

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to the Support Services Review: Trends and Highlights  
Course.

Attached are a guidance sheet concerning the course and travel

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If you desire any further information about  
the course, please contact the Course Administrator,

25X1

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JOHN RICHARDSON  
Director of Training

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*by AR*

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